



Human Resources

REQ. # 11-002

DATE POSTED: January 25, 2011

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER
2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652
Telephone (772) 462-1546 Jobline (772) 462-1967
<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 01/25/2011 TO 01/31/2011
but will remain open until filled

DEPARTMENT/DIVISION
HOUSING & COMMUNITY SERVICES
POSITION AVAILABLE
LIBRARIAN IV-BRANCH LIBRARIES
OF OPENINGS
1
PAY RANGE
COMMENTS
Driving position
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 889
PAY GRADE 23
SALARY: \$47,619.98-75,666.79
LIBRARIAN IV / BRANCH LIBRARIES

MAJOR FUNCTION: Administrative and supervisory work with primary emphasis on the application of library information technology, supervision, planning and development. Oversees and coordinates the operations of all Branch Libraries as well as management of a specific Branch Library when necessary. Reports directly to the Library Manager.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge:

1. Knowledge of management and planning principles and techniques;
2. Knowledge of professional and other selection tools;
3. Knowledge of personnel management principles and techniques;
4. Knowledge of library service principles and practices;
5. Knowledge of reference tools;
6. Knowledge of library technologies as applied to public services.

Abilities:

1. Ability to prepare budgetary proposals.
2. Ability to prepare grant proposals.
3. Ability to plan, organize and direct the work of professional, paraprofessional and clerical subordinates.
4. Ability to interpret library policies and objectives to community groups, public officials, the general public and Library staff.
5. Ability to communicate effectively both orally and in writing.
6. Ability to input data into a computer terminal.
7. Ability to maintain fiscal and administrative records and to prepare reports.

Skills:

Intermediate to Advanced skills in use of office software programs such as Outlook, Word, PowerPoint and Excel. Ability to learn County software programs such as Banner, Cityview and GIS.

ESSENTIAL JOB FUNCTION:

1. Exercises supervision over all Branch Library supervisors and indirectly their support staffs. Plans, develops and implements immediate, intermediate and long-term service programs for the Branch Libraries.
2. Coordinates personnel schedules for all service units within the Branch Libraries Division, rotating staff when necessary to meet patron and service needs.
3. Prepares budgetary proposals and documentation for the Library supervisors and all personnel at a specific Branch Library when under direct management, including orientation, initial training, in-service training, etc.
4. Plans, develops and coordinates all community service programs.
5. Selects all print and non-print materials for a specific Branch Library when under direct management.
6. Conducts personnel interviews and recommend candidates for employment as Branch

Library supervisors and personnel for a specific Branch Library under direct management.

7. Prepares statistical and operational reports.

8. Coordinates collection development activities for both print and non-print materials for all service units within the Branch Libraries Division.

9. Performs other related library tasks as assigned.

ESSENTIAL PHYSICAL SKILLS:

Use of at least one hand and fingers with dexterity. Good eye/hand coordination. Constant use of good near vision. Occasional walking and standing. Occasional lifting up to 25 pounds. Ability to lift occasionally 30 pounds. Ability to push fully loaded book carts. Ability to reach above shoulder level, bend and squat to shelve or retrieve library materials. Ability to operate a motor vehicle.

ENVIRONMENTAL CONDITION REQUIREMENTS:

Constant work inside of the Library System facilities in a sedentary position. Some areas have

high dust levels which may cause allergic reactions.

WORK HAZARDS:

Possible vision dysfunction due to heavy computer work. Some areas of the library facilities have high dust levels which may cause allergic reactions.

EDUCATION:

Master's degree in Library/Information Science from a college or university accredited by the American Library Association.

EXPERIENCE:

Five (5) years' work experience in branch or extension services, preferably in a public library. Three (3) years must be in a responsible supervisory role in library management.

LICENSE, CERTIFICATION OR REGISTRATION: A valid Florida Driver's License is required.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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